

# SCHOOL HEALTH AND RELATED SERVICES (SHARS)

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FEDERAL FISCAL YEAR 2019

SHARS PROGRAM OVERVIEW

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Medicaid services provided by school districts in Texas to Medicaid-eligible students are known as School Health and Related Services (SHARS).

SHARS allows local school districts, including public charter schools, to obtain Medicaid reimbursement for certain health-related services documented in a student's Individualized Education Plan (IEP).

To be eligible to receive and retain federal reimbursement for Texas Medicaid, as a provider of medical services for SHARS an ISD must:

- Enroll as an active Medicaid provider for SHARS with Texas Medicaid and Healthcare Partnership (TMHP);
- Obtain a National Provider Identifier (NPI) and a Texas Provider Identifier (TPI);
- Ensure that SHARS services are provided by approved/qualified providers;
- Meet Texas Education Agency (TEA) standards for the delivery of SHARS;
- Abide by the rules and regulations of the TEA;
- Meet all eligibility requirements and participate in the Random Moment Time Study (RMTS);
- Bill for SHARS as services are delivered and are allowable services covered by Medicaid; and
- Submit a SHARS Cost Report

SHARS program and reimbursement information can be found at:

<https://rad.hhs.texas.gov/acute-care/school-health-and-related-services-shars>

# SHARS ALLOWABLE SERVICES

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## **Allowable SHARS services:**

- Audiology Services,
- Counseling Services,
- Nursing Services,
- Occupational Therapy,
- Physical Therapy,
- Personal Care Services,
- Physician Services
- Psychological Services,
- Speech Therapy and
- Specialized Transportation



# SHARS OVERVIEW

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## SHARS Interim Payment Rates

- Established biennially for all eligible SHARS providers.

## Billing

- As an active provider in the SHARS program, the district is required to submit a claim and bill for services as the services are delivered.
- Claims must be submitted within 365 days from the date of service, or no later than 95 days after the end of the Federal Fiscal Year (FFY) (January 3), whichever comes first

## Annual Cost Report

## Cost Settlement

## Direct Medical Time Study Percentage and Ratios

- IEP Ratio
- Specialized Transportation Services IEP Ratio
- Specialized Adapted Vehicles Ratio
- One Way Trip Ratio



# RELATIONSHIP OF RMTS TO COST REPORT PARTICIPANT LIST = ALLOWABLE SALARY COSTS

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## **IMPORTANT**

### THE RMTS PARTICIPANT LIST SHOULD INCLUDE:

- All direct service staff, including those that are Federally-Funded Employees,
- Contractors (list all positions that will perform services but are not employed by the school district, including shared services employees), and
- Vacant positions that will be filled during the quarter.



# RELATIONSHIP OF RMTS TO COST REPORT PARTICIPANT LIST = ALLOWABLE SALARY COSTS

- Registered Nurses (RN)
- Licensed Vocational Nurses (LVN)
- Advanced Practice Nurses (APN)
- Delegated Nursing Services
- Physicians (MD)
- Licensed Audiologist
- Licensed Assistant in Audiology
- Licensed Occupational Therapist (OT)
- Certified Occupational Therapist Assistant (COTA)
- Licensed Physical Therapist (PT)
- Licensed Physical Therapy Assistant (LPTA)
- Licensed Psychologist
- Licensed Psychological Associate
- Licensed Specialist in School Psychology (LSSP)

- Licensed Psychiatrist
- ASHA-equivalent Speech Language Pathologist (SLP) with Texas license and master's degree
- ASHA SLPs with Texas Licenses
- Grandfathered SLP with Texas License and no master's degree
- TEA or SBEC-Certified Speech Therapists
- Licensed Assistant in SLP
- Licensed SLP Intern
- Licensed Professional Counselor (LPC)
- Licensed Marriage and Family Therapist (LMFT)
- Licensed Clinical Social Worker (LCSW)
- Personal Care Providers
  - Teacher (e.g. self contained classroom);
  - Teacher Aides;
  - Healthcare Aides;
  - Instructional Aides;
  - Bilingual Aides;
  - Program Assistants;
  - Shadows;
  - Bus Aides/Monitors;
  - Behavior Modification Specialist/Counselors; and
  - Orientation/Mobility Specialists

# RELATIONSHIP OF RMTS TO COST REPORT PARTICIPANT LIST = ALLOWABLE SALARY COSTS

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Unless reported under an Administrative Category or as a Personal Care Services provider, a provider's RMTS Participant List **should not** include:

- Bus Drivers
- SBEC or TEA-Certified School Counselors and
- Educational Diagnosticians

## NOTE:

Vacant Positions that will not be filled during the quarter **should not** be included on a district's participant list.

Providers who are members of a cooperative or shared services arrangement **MUST** submit separate SHARS cost reports, which means **each ISD must have a district specific RMTS participant list that includes "contracted staff" employed by the fiscal agent and district employees for which costs will be claimed.**

# RELATIONSHIP OF RMTS TO COST REPORT PARTICIPANT LIST = ALLOWABLE SALARY COSTS

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RMTS non-compliance is grounds for recoupment of federal funds received during the FFYs in which the default occurs.

- Positions on the RMTS Participant List (PL) are the only positions for which costs may be reported on the SHARS Cost Report.
- Costs for staff on the PL that did not perform direct services should not be claimed on the cost report.



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## IMPORTANT SHARS COST REPORT DATES

- Federal Fiscal Year (also SHARS Cost Report period)
  - **October 1 – September 30**
- Cost Report Due Date (Strictly Enforced)
  - **April 1**
- Cost Report Training (Mandatory)
  - **January, February and March**
- Cost Report Settlement
  - **December 2<sup>nd</sup>**



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SHARS participation, training, rates, billing and cost report information can be found on the following websites:

- HHSC Rate Analysis SHARS website:
  - <https://rad.hhs.texas.gov/acute-care/school-health-and-related-services-shars>
- Fairbanks website:
  - [www.fairbanksllc.com](http://www.fairbanksllc.com)
- TEA website:
  - [http://tea.texas.gov/Curriculum\\_and\\_Instructional\\_Programs/Special\\_Education/Programs\\_and\\_Services/School\\_Health\\_and\\_Related\\_Services/](http://tea.texas.gov/Curriculum_and_Instructional_Programs/Special_Education/Programs_and_Services/School_Health_and_Related_Services/)
- TMHP website
  - [www.tmhp.com](http://www.tmhp.com)
- Texas Medicaid Provider Procedures Manual (TMPPM) CHILDREN'S SERVICES HANDBOOK, Volume 2, Section 3
  - [http://www.tmhp.com/Pages/Medicaid/Medicaid\\_Publications\\_Provider\\_manual.aspx](http://www.tmhp.com/Pages/Medicaid/Medicaid_Publications_Provider_manual.aspx)

# SHARS CONTACTS

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## **SHARS Cost Reports & Interim Rates**

Phone: (512) 730-7400

Email: [ra\\_shars@hhsc.state.tx.us](mailto:ra_shars@hhsc.state.tx.us)

Rita Johns (Rate Analyst)

Kasmira Burki (Rate Analyst)

## **TMHP Contact Center (billing questions)**

Phone: 1-800-925-9126

## **Fairbanks, LLC. Client Information Center (STAIRS)**

Phone: (888) 321-1225

Email: [info@fairbanksllc.com](mailto:info@fairbanksllc.com)

## **Texas Education Agency – Student Improvement Division – Angela Foote**

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